

## **TRANSPORTATION ASSET MANAGEMENT COUNCIL**

### **PILOT PROJECT PROCESS**

Adopted on August 2, 2006

Public Act 499 of 2002 requires the Transportation Asset Management Council to advise the State Transportation Commission on a statewide asset management strategy and the necessary procedures and analytical tools to implement such a strategy on Michigan's highway system in a cost-effective and efficient manner. In accordance with this mission, the Council is soliciting proposals for pilot studies which will enhance the practical application of asset management throughout the many road agencies in Michigan and which will assist the Council in carrying out its legislative mandate. While a great many items could be justified within this broad topic area, our focus is on the following:

- Advancing the application of asset management principles statewide,
- Developing appropriate tools and procedures that can be utilized by a wide range of road agencies, and
- Addressing specific elements of the Council's work program or particular problems/issues that have been identified by the Council.

#### **Advancing the application of asset management principles statewide**

Basic asset management principles include: setting goals and objectives; collecting condition data in a timely/cost-effective manner; using performance measures to assess progress; analyzing various investment strategies and trade-offs; providing timely information to decision-makers. Pilot studies in this area should address one or more of these areas and the results of the study should be tailored so that it can be applied either statewide or amongst like-size communities or agencies.

#### **Developing appropriate asset management tools and procedures**

Asset management employs the use of technologies such as bridge and pavement management systems; geographic information systems (GIS); global positioning (GPS); establishing deterioration rates and life-cycle cost analyses. This could include:

- testing various condition indexes for compatibility;
- establishing average costs for various fixes and remaining service life of such fixes;
- locating and mapping roadway features, etc.

Pilot studies in this category should seek to apply such tools to specific transportation problems faced by state and local road agencies.

#### **Addressing specific elements of the Council's work program or particular problems/issues that have been identified by the Council**

The Council has identified a number of tasks that it is seeking to carry out during the next several years. These tasks are listed in its 2006-2009 Work Program. A copy of the work program is available on the Council's web site at [www.michigan.gov/mdotamc](http://www.michigan.gov/mdotamc). An agency could propose a pilot that assists in carrying out one or more of the tasks in the work program.

Within these areas of focus, we want to do studies that are of immediate use to transportation practitioners. We want to produce usable products, not just reports that create the need for more research.

### **Partnerships are Encouraged**

Priority will be given to studies submitted by agencies in partnership with other road or government agencies, RPAs/MPOs, universities, and/or private industry.

### **Matching Funds**

Budget estimates must include identification of all matching fund sources. While matching funds are not required on a dollar for dollar basis, **matching funds are strongly encouraged**. Proposals including supporting funds will be given higher priority than proposals with only in-kind or soft match dollars. Hard match dollar sources may include partnerships with road agencies, other public sector agencies, universities, and/or private sector interests.

### **Review Process and Rating**

Proposals will be submitted for review to the Transportation Asset Management Council. Staff will review the proposals for completeness and on how effectively they meet the following criteria. A proposal must be related to at least one of the three main categories of:

- Advancing the principles of asset management statewide
- Developing appropriate asset management tools and procedures
- Addressing specific elements of the Council's work program or particular problems/issues that have been identified by the Council

Proposals will then be rated on 5 categories.

- Description and understanding of the issue/problem the proposal is addressing
- Creativity and uniqueness of approach
- Ability of the proposing agency to carry out the proposal in a timely manner
- Feasibility of the proposed budget
- Provision of matching funds

Each category will be rated on an "acceptable/needs additional work/unacceptable" basis. A maximum of five points will be given for each category with 5 points being given for "acceptable", 2.5 points for "needs additional work" and 0 points for "unacceptable." Appropriate Council committees will review the report from staff and make a final determination. A proposal must receive 25 points to be funded by the Council. Proposals that fail to receive 25 points will be returned with the scores for each category and the reasons the category was not acceptable. Revised proposals can be submitted for future consideration.

**Proposal Format and Organization:** Proposals should include a detailed description of the following:

1. Cover Page with project title; name and address of the performing organization; the name, title, and mailing address of the principal investigator; and date of proposal submission.
2. Problem Statement
3. Study Objectives
4. Qualifications, accomplishments and other commitments of the research team. Mention other projects that were successfully accomplished and provide a contact name for the project.
5. Equipment and/or facilities
6. Time requirements to complete the pilot. Provide a description of other activities that the agency is conducting that would compete for time and resources should the proposal be selected. Be specific in terms of personnel, time, etc.
7. Proposed budget with description of matching funds

**Budget Description:** Provide a summary tabulation indicating staffing plans and estimated person-hours specific to each operational phase. Budget estimates should include salaries, overhead, indirect costs, travel, computer time, equipment (purchase and/or rental), expendable materials and supplies, report printing, special services (as applicable), and other related budgetary expenses.

**Matching Funds:** Budget estimates must also include identification of all matching fund sources. **Proposals submitted that include hard match dollars will be given higher priority than proposals with soft match dollars.**

8. Descriptions of cooperative features and/or partnerships (if applicable). Letters of support must be included from each partner.
9. Deliverables
10. Resolution of support from governing body.
11. Appendices (if applicable)

**The Council has a maximum of \$200,000 budgeted for pilots. Proposals are not to exceed \$50,000.** It should be understood that if the Council accepts the proposal and agrees to enter into a contract with the agency to complete the work that the agency will be expected to provide the Council with monthly progress reports. In addition, dollars awarded for the study shall be accounted by the agency in a manner that is separate from any other authorization the agency may have with the Council. Invoices for the pilot are to be submitted separately. The Council will not make any payments exceeding

50% prior to final submission and acceptance of the pilot study report by the Council. If proposals are similar in type, the earliest received will be given priority.

**1 hard copy of the proposal and one electronic copy must be submitted to:**

Rick Lilly  
Asset Management Coordinator  
Bureau of Transportation Planning  
425 W. Ottawa  
P.O. Box 30050  
Lansing, Michigan 48909

Questions regarding this process should be directed to Rick Lilly at 517-335-2606 or [lillyr@michigan.gov](mailto:lillyr@michigan.gov)